



Lakefront City in the heart of Upstate NY's beautiful Finger Lakes Region!

Director of Public Works and Engineering

City of Geneva seeks member of management team when incumbent retires May 2020. This is an appointed position (unclassified Civil Service), reports directly to the City Manager and serves as department head. Anticipated start date is April 20, 2020. Salary in \$90's, plus excellent benefits package (DOQ/DOE).

Highly technical administrative supervisory work responsible for directing the engineering and public works departments. Responsibility for planning, coordinating and directing all public works construction and maintenance programs in the City. Responsible for administrative direction and coordination of the personnel and activities in the following divisions: Engineering, Highway, Buildings, Grounds and Parks, and Water Maintenance, Water Treatment Plant and Wastewater Treatment Plant. This position provides hands-on work and supervision in the preparation of designs, plans, specifications, and contract documents for construction of streets, utilities, drainage, and other related structural projects; supervises the public works & engineering departments in all activities, including budget; reviews and prepares special applications for the City; administers and maintains all engineering records, responsible for procurement of all public works equipment, goods and services.

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a High School equivalency diploma; OR Graduation from a regionally accredited or New York State registered four (4) or two (2) year college or university (Preferred) AND

A minimum of five (5) years of full-time paid progressively responsible experience in engineering, public works, construction management, project management, public administration or related field, at least two (2) of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of valid New York State driver's license will be necessary for the position and maintenance of such license throughout the tenure of employment in the position.

To Apply: Send cover letter, resume, Ontario County Application and references to: City of Geneva Human Resource Office-2nd Floor,47 Castle Street, Geneva, NY 14456 or email jslywka@geneva.ny.us

Deadline: 4:00pm, Friday, February 21, 2020 (postmarked). EOE/AA

Information packets available on City's website www.cityofgenevany.com

The City of Geneva is an equal opportunity employer that is committed to recruitment, retention and development of a diverse workforce without regard to age, creed, race, color, sex/gender, sexual orientation, national origin, marital status, partnership status, disability, military status, citizenship status, alienage, predisposing genetic characteristics, domestic violence victim status and victim of stalking & sex offenses or any other category protected by applicable federal, state, or local laws.

"Inclusion is our mission-Celebrate Differences!" Join our team and celebrate the differences in our workplace and the rich diversity in the community. Apply today and make a difference.